

CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

March 15, 2002

NEWS BRIEFS

BASKET RAFFLE

The Department for Medicaid Services is selling chances on a Longaberger Easter Basket to benefit the March of Dimes.

Tickets are \$1 each or six for \$5. The drawing will be March 28 at 4 p.m.

For more information, contact V. G. Banta at 564-2687 ext.3173. The basket was donated by the Division of Managed Care and is filled with Easter treats. It's on display in the Medicaid Commissioner's Office.



TIP OF THE WEEK

BE A STORM SURVIVOR

The following tips are from the 2002 Hazardous Weather Prep Guide distributed by the Kentucky Division of Emergency Management:

Be prepared: Know the safest place in your home and designate it as your "Safe Space." Don't wait for a storm's arrival to do this.

Know the danger signs: When a WATCH is issued, go about your business but check on changing weather conditions about every 15-30 minutes.

When a WARNING is issued for your area, go to your Safe Space immediately! Stay away from outside walls, windows and doors. Cover your head and neck with your hands.

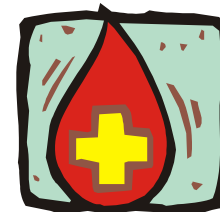
Know where to go: Going underground for shelter is best, such as a basement. If you have no basement, go to the center-most room on the lowest level of your home. This might be a bathroom, closet or interior hallway. In mobile homes, you should find a more secure shelter or lie flat in a ditch until the danger passes.

Blood Drive at HR Building

A Red Cross blood drive is scheduled for March 19 and 20 for employees who work in the Human Resources Complex. Employees may receive 4 hours of "other paid leave" to donate blood to any licensed, non-profit blood collection organization, either on site or off site.

To help streamline the process, some new rules for donating blood have been developed. They are:

- **Blood drives scheduled at the Human Resource Complex are to accommodate persons employed by the Cabinet for Health Services, Cabinet for Families and Children, and the Workforce Development Cabinet, whose workstations are in either the Human Resource Building or the Health Services Building.** Employees in other cabinets who work in these buildings may participate in the blood drive if they schedule a time to donate.
- **Scheduling for donations will now be done the day before the blood drive, in the lobby of the Human Resource Building.** For the March 19 & 20, blood drive, a volunteer will be in the lobby of the Human Resource Building from 10:30 a.m. to 1 p.m. on March 18 (the day before the blood drive) to schedule your donation time. No unscheduled donations will be accepted.
- All donations will be taken on the bloodmobile bus.
- Donors will complete required paperwork on the bloodmobile bus.
- Donations will be scheduled during the hours of **7:30 a.m. to 12:30 p.m.** The donor must schedule his/her appointment **so that the four hours of "other paid leave" fall within his/her normal workday.**



Staff from the Office of Aging Services pose after bowling Thursday at the 19th Annual "Bowl for Kids' Sake" at the Capital Bowl in Frankfort. They were among 55 CHS staffers who helped raise money for Big Brothers-Big Sisters.

"...promoting and safeguarding the health and wellness of all Kentuckians."

Central State Hospital Passes Survey With Zero Deficiencies

Central State Hospital was awarded continued accreditation by the Joint Commission on Accreditation of Healthcare Organizations

(JCAHO) after a special, unannounced visit on Feb. 6. CSH scored the highest rating of good compliance in 12 functions and acceptable com-

pliance in three functions. No deficiencies were assessed in the 15 areas reviewed.

However, Central State is not content to rest upon its laurels and in the weeks ahead, extra attention will be devoted to patient rights, staff supervision and criteria for competency in response to JCAHO's supplemental recommendations.

"As always the credit for our success belongs to our staff who come through every day, not just survey day, which really makes the difference when our overall performance is being examined under a microscope, according to Pat Brodie, Central State's executive director.

In the closing comments the JCAHO surveyor noted that Central State's operation is a good one and that she observed a quality of care and genuine fraternity among staff that can't be faked with a few hours' notice.

GSC Class Offerings

The Governmental Services Center has notified us of the following class openings. Some are in jeopardy of being canceled if not filled. This is a unique opportunity to by-pass the usual process and waiting lists. Please take note of the class locations as some are away from Frankfort. If you are a supervisor/manager, please share as appropriate. If interested please contact Donna Clinkenbeard at 502-564-0036 (ext. 3972).

3/19/02	Interpersonal/Organiz. Communic.	KSU-536	5 spaces
3/19/02	Leadership I	KSU-539	5 spaces
3/21/02	Intro to Process Improvement	KSU-542	12 spaces
3/27/02	Intro to Process Improvement	Jenny Wiley	19 spaces
4/04/02	Customer Service	KSU-536	15 spaces
4/16/02	Project Management	Pine Mt.	15 spaces
4/18/02	Leading Organizational Transition	KSU-539	19 spaces
4/22/02	Executive Branch Ethics	KSU-536	20 spaces
4/23/02	EEO	KSU-536	21 spaces
4/23/02	Leadership I	Pine Mt.	12 spaces
4/23/02	Performance Management	ASB539	6 spaces



HIPAA HOOPS



DID YOU KNOW...

The Health Insurance Portability & Accountability Act of 1996, referred to as **HIPAA**, has five major sections. The sections include insurance portability, medical savings and tax deductions, group health plan provisions, revenue offset provisions, and administrative simplification.

The **Administrative Simplification** provisions of HIPAA will be the focus of HIPAA HOOPS in the months ahead. Administrative simpli-

fication will require the adoption of industry standards in four major areas: transactions, standard identifiers, privacy, and security. Members of the US Department for Health and Human Services have indicated that the HIPAA administrative simplification provisions are 80% operational and 20% technical. Compliance will require the support of all departments and disciplines within your Agency. In order to learn more about the administrative simplification provisions of HIPAA and view the regulation text, visit <http://aspe.hhs.gov/admsimp/>

Management Tip



Management Tip: How can I reduce copying costs? Utilize Quick Copy service available from Finance Printing located on the 1st floor of the Health Services Building. Recommend use if you are copying over 100 copies. Benefits: Through planning saves staff time consumed at the copier and saves wear on the copier plus it reduces copier costs since part of the bill is based on volume of copies made each month.



The CHS Checkup is a newsletter for employees of the Kentucky Cabinet for Health Services. Please direct contributions or comments to the Office of Communications, 502-564-6786. View newsletters at the CHS website at: <http://chs.state.ky.us/> Printed with state funds.

